



CITY OF CARLSBAD
PUBLIC WORKS CONTRACT ADMINISTRATION
1635 FARADAY AVENUE, CARLSBAD CA 92008-7314
PH: 760-602-4677

DATE: 06/04/2009

INFORMATION FOR CREDIT CARD & CHECK PURCHASES
FOR PUBLIC WORKS PROJECTS

To purchase Public Works Plans and Specs with your **credit card** please fax it to: **GRAHAM JORDAN, SHIPPING & RECEIVING, 760-602-0621**. Please fill out completely. Type or print with black ink.
To make a purchase with a **check/money** order, mail this form with the payment to the above address.

PROJECT NO: _____
PROJECT NAME: _____

# OF SET(S):	CONTACT PERSON:	
	COMPANY NAME:	
	PHONE / FAX #	

E-mail Address: _____ Contract License #: _____

☐ GENERAL CONTRACTOR ☐ SUPPLIER/SUBCONTRACTOR ☐ PLANROOM (FREE)

STREET ADDRESS: (physical address needed for UPS, GSO or FedEx deliveries) _____

CITY: _____ STATE: _____ ZIP CODE: _____

MAILING ADDRESS: (If different than physical address.) _____

****** If Priority Mail, additional mailing fee amount to add is: \$ _____

ACCOUNT NUMBER FOR ONE OF THE FOLLOWING: (no mailing fee charge added)

- ☐ UPS ACCT. #: _____
- ☐ GOLDEN STATE OVERNIGHT (Please fax your filled-out form to the fax number above.)
- ☐ FEDEX ACCT. #: _____

☐ PRIORITY OVERNIGHT ☐ FIRST OVERNIGHT ☐ STANDARD OVERNIGHT ☐ OTHER _____

☐ MASTERCARD ☐ VISA (We **DO NOT** accept American Express)

TOTAL AMOUNT TO BE CHARGED: \$ _____
Amount for Plans/Specs: \$ _____ Amount for Postage: \$ _____

CREDIT CARD #: _____ EXPIRATION DATE _____

NAME ON CARD: _____

PRINT NAME

SIGNATURE and TITLE